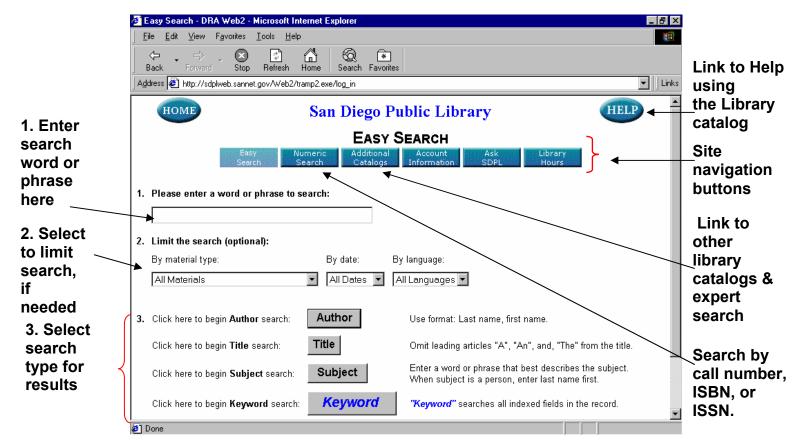
Quick Guide: Introducing the Online Catalog



EASY STEPS TO USING OUR LIBRARY CATALOG

- **Step 1:** Enter any words or phrases that express what you are looking for.
- Step 2: Limit searches by material type (book, music, video, etc), date, and/or language if desired or needed.
- Step 3: Enter your search by:
- □ **Author**: Type the author's last name then first name. Select AUTHOR. You will see a list of authors to select from.
 - Example: Grisham, John
- □ **Title:** Type title. Omit leading articles (a, an, the), but do type articles between words. Select TITLE. You will see a list of titles to select from. Tip: This type of search works best if you are looking for a specific item and know the **exact title**.
 - Example: Old Man and the Sea
- □ **Subject**: Type subject you wish to find. Select SUBJECT. You will see a list of subjects to select from. To enter individuals as subject, type the last name first.
 - Examples: Medical care Gardening Hemingway Ernest
- ☐ **Keyword**: Type keyword(s). Select KEYWORD. This searches all indexed fields (author, title, subject). *Examples:* **Hemingway Gardening Storms Doctor patient**
- **Step 4:** Select **Numeric Search**, to search by call number, ISBN, or ISSN.
- **Step 5:** Review your search results and select item title(s) to check the location, call number, type of material, and availability for checkout.
- **Step 6:** Highlighted (yellow) titles are owned by the Library you are in, or selected to search. Reserve this title link offers 2 ways to obtain materials: system reserve or telephone request.

Expert Keyword (Advanced) Search: Select **Additional Catalogs** to use Expert Keyword searching, which searches all indexed fields, and allows OPERATORS and QUALIFIERS (e.g. AND, NOT, and OR).